

# OFFICIAL GAZETTE

सत्यमेव जयते

## GOVERNMENT OF GOA

### EXTRAORDINARY

#### No. 2

#### GOVERNMENT OF GOA

Department of Inland Water Transport

#### Notification

7/9/88-ILD

In exercise of the powers vested in him under the Constitution of India, the Governor is pleased to introduce following scheme for regulating the Overtime allowance to the flotilla staff of River Navigation Department of Government of Goa.

1. *Preamble.* — The flotilla staff attached to the River Navigation Department are required to work for 12 hours continuously even though the prescribed hours of work is 8 hours only. They have to work in the vessels/jetties and their conditions of service are not comparable to other ministerial staff. These flotilla staff were hitherto covered under the overtime allowance scheme for the Central Government Employees. In view of the peculiar conditions of service of the flotilla staff, it has been decided to have a separate scheme of overtime allowance for them.

2. *Eligibility.* — The flotilla staff working on the ferry boats, launches etc. of the River Navigation Department of the Government of Goa, shall in future be governed by these rules.

3. *Conditions for the Grant.* — Whenever duty is performed beyond 8 hours in a day, overtime allowance for all such extra hours of work is to be granted in the form of cash.

#### 4. *Definition.* —

(A) *Competent Authority:* Means the Head of Department or any other officer in the River Navigation Department not lower in rank to that of Head of Office to whom Powers under these rules have been delegated by the Head of Department.

(B) *Overtime Work:* Means work done in excess of 8 hours on any working day and includes work done on any weekly off day or any other holiday.

(C) *Pay:* Means pay as defined in fundamental rule 9(21) (a) (i).

(D) *Prescribed hours of work:* Means hours of work prescribed in operation of ferry service in respect of flotilla staff i. e. 8 hours.

(E) *Flotilla Staff:* Means staff engaged in operation of ferry services such as Coxswains, Machinists, Sailors, Ticket Collectors and Station Lads and any other staff who are an integral part of the operational requirements and are engaged in operational duties.

5. These orders shall not apply to the persons who are not in whole time employment and also on daily wage persons.

6. *Rate of Overtime allowance.* — The flotilla staff shall be entitled to the overtime allowance in respect of the overtime work done by them at a flat rate of overtime allowance @ Rs. 3.45 per hour.

7. Where overtime allowance is payable to flotilla staff for the overtime work performed by them, they shall not be entitled to any other remuneration/facility whether in the form of conveyance charges or in the form of compensatory off or otherwise, in respect of such overtime work.

Provided that when a Government servant is recalled from his residence to perform overtime work, the competent authority may allow conveyance charges to such a Government servant, in addition to overtime allowance admissible.

8. *Explanation.* — (a) The overtime work in excess of half an hour be reckoned as one hour and less than half an hour as half an hour.

(b) The overtime allowance payable to each person shall be calculated to the nearest multiple of 5 paise. The total claim for a month shall however be rounded to the nearest rupee, 50 paise and above being rounded to the next rupee and less than 50 paise being ignored.

(c) For the purpose of calculation of overtime, the total duty period at the duty point shall be considered and the prescribed hours of work shall be deducted. No deduction shall be made for the time spent on taking refreshment such as breakfast/lunch/dinner etc.

9. *Certificate.*— The certificate to be signed by the Drawing and Disbursing officer in Form No. 1 (appended to this rules) shall be attached to the bill in which overtime allowance is drawn in respect of each person to whom the overtime allowance is payable.

10. *Overtime Register.*— A register of overtime work shall be maintained in Form 2 appended to these rules by the Drawing and Disbursing Officer in which entries shall be made as and when overtime work authorised by the competent authority is performed by the Government servant. The register shall be subject to verification by any higher authorities and audit. A consolidate monthly overtime register in Annexure-1 shall also be maintained.

11. *The claim for overtime.*— The overtime claim to be preferred by the employee shall be in Form-3 appended to this rules.

12. If any doubt arises relating to the interpretation of these rules, it may be referred to the concerned Administrative Department in the Secretariat.

These rules shall come into effect from 2nd October 1988.

This issues with the concurrence of Finance Department vide their U.O.No.Fin/Ex./4341/88 dated 1-9-1988.

By order and in the name of the Governor of Goa.

L. J. Menezes Pais, Under Secretary (Inland Water Transport).

Panaji, 7th October, 1988.

**FORM I**  
**CERTIFICATE**  
(see Rule 9)

Certified that the Government servant/servants in whose case the overtime allowance has been claimed in this will was/were required under specific orders to work late after having put in work during prescribed hours, for disposal of urgent work which, in public interest, could not be postponed till next day.

Certified that the amount claimed in this bill is in accordance with the rates specified in paragraph 6 of the Rules regulating the overtime allowance to the flotilla staff of the River Navigation Department crew of the Government of Goa.

Also certified that the Government servant concerned did not receive any remuneration/conveyance charges or compensatory leave for the performance of the overtime.

Certified that the person/persons for whom overtime allowance is claimed in this bill have actually earned it by working beyond normal duty hours.

The periods for which overtime allowance are claimed in this bill have been checked with reference to the overtime register and other initial records and found correct.

Asstt. Accounts Officer  
Panaji-Goa

Administrative-cum-Accounts Officer  
River Navigation Department  
Panaji-Goa.

**FORM 2**

Register of overtime work

(See rule 10)

Month: ... Name and designation of the claimant ...  
Pay Rs. ...

Date	Whether working day or holiday	Period of over-time work		No. of overtime hours	Rate of overtime work per hour	Amount	Initial of the Competent Authority
		From	To				
1	2	3	4	5	6	7	8

Signature of drawing and disbursing Officer ...

Claimed vide Bill No. ... (Voucher No. ....)

**FORM 3**

(See Rule 11)

Form of Claim for Overtime Allowance

Month ... Name of the claimant: ...  
Dept: River Navigation Department Designation ...

Date	Whether working day or holiday	Period		Actual time charged	Rate per hour	Amount claimed
		From	To			
1	2	3	4	5	6	7

Certified that I ... (Name and designation) was on duty for the period mentioned above against each date above after office hours/on Sundays/Holidays for official works. My pay during the period is Rs. ... p. m.

Amount of overtime allowance claimed Rs. ... (Rupees ... only).

Signature of Govt. servant  
Designation:

Station: —

Date: —

COUNTERSIGNED BY  
Administrative-cum-Accounts Officer  
River Navigation Department,  
Panaji-Goa.

**ANNEXURE I**

Consolidated monthly Overtime Register for the Month of ...

(See Rule 10)

Sr. No.	Name and designation of the Govt. servant required to perform overtime work	Hours of overtime work performed by the Govt. servant	Nature of work performed during overtime hours	Why the work could not be performed during the prescribed hours of work	Amount of overtime allowance paid	Initials of the competent authority
1	2	3	4	5	6	7